



## Job Class Specification

**TITLE:** Clinical Research Assistant  
**FLSA:** NONEXEMPT  
**EEO6:** H30  
**IPEDS-SOC:** 19-4060

**JOB CODE:** N11RAC  
**JOB TYPE:** Systemwide  
**JOB FAMILY/SERIES:** Res Cln

**APPROVED BY:** Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

**EFFECTIVE DATE:** 10/03/2016

### JOB SUMMARY

A Clinical Research Assistant is responsible for assisting with the performance of research projects in a clinical setting, including recruitment of potential study subjects and collection and organization of data. The Clinical Research Assistant is expected to work independently and knows and applies the fundamental concepts, practices and procedures of particular field of specialization.

### PRIMARY DUTIES

1. Communicates directly with participants regarding the research study. Perform data collection by conducting research interviews, reviewing medical charts, and accessing computerized medical information systems. Recruits and screens subjects for research studies according to IRB approved protocols. Verifies participant eligibility; obtains consent and enrollment; and assures accurate demographic information for follow-up.
2. Independently establish and maintain database files and reports using computer applications such as Microsoft Excel/Access. Perform data checks, audits, and data cleaning. Check validity and accuracy of data ensuring compliance with quality control requirements and study relevance. Develops data collection instruments such as survey questionnaires.
3. Perform data analysis and interpretation, and develops statistical reports of study data using descriptive statistics using SAS, STATA, or SPSS software. Assists in developing, submitting, and providing content for grants, papers, abstracts, manuscripts, and presentations. Conducts and analyzes literature searches.
4. Assist the principle investigator and other research personnel in the development of research protocols and materials by providing study analysis and forming conclusions and recommendations. Assist in developing and recommending policies and procedures and/or design methods for clinical research activities.
5. Perform administrative duties such as: providing training and guidance to interviewers; assisting in developing and submitting grants, papers, abstracts, manuscripts and presenting studies; developing protocol manuals and data collection instruments; participating in field visits, responding to requests and questions from individuals, institutions, government agencies, and funding agencies; and participating in the design of research studies.

6. Perform other related duties as assigned, such as maintaining inventory of bio specimens, and specimen collections and processing.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

#### **MINIMUM QUALIFICATIONS**

**EDUCATION:** Bachelor's degree in epidemiology, sociology, psychology, biology, emergency health services, nursing or field of study or science related to the research of the clinic.

**EXPERIENCE:** Prior experience in clinical research preferred. Consideration may be given for a unique combination of education and experience, such as: Bachelor's degree in an unrelated field with at least 18 credits in a field related to the research of the clinic or laboratory, as appropriate, or Bachelor's degree in unrelated field with at least one (1) year of experience in a field directly related to the research of the clinic or laboratory, as appropriate.

**OTHER:** May require training related to occupational safety and health, environmental compliance, shipping of hazardous materials and/or ionizing radiation.

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Ability to understand and utilize scientific/medical terminology and research theory in both oral and written communications. Ability to understand and apply approved guidelines of varying research protocols. Knowledge of best practice in research protocols and procedures. Ability to gain knowledge and meet the reporting needs of the university's policies and practices for Institutional Review, Human Protections, Animal Protections and other the like. Ability to maintain high standards with the work being performed and maintain awareness with trends and influences. Assume personal responsibility for all outcomes; makes effective and timely decisions; and learns how to effectively use technology. Skill in various interviewing techniques. Skill in data abstraction and entry into study specific database software applications. Skill in statistical interpretation and data analysis using statistical software as well as spreadsheet and database software applications. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear and concise way. Interprets and understands written information and is able to listen attentively to verbal and non-verbal cues that lead to a deeper understanding. Ability to maintain confidentiality of subjects and information obtained. Ability to network with, and provide information to key groups and individuals. Ability to work as part of a team. Ability to work cooperatively with others and demonstrates professional, ethical, respectful, and courteous behavior when interacting with others. Capable of interacting pleasantly and positively with other to meet customer expectations, and provide follow up with customers. Ability to use measurable and verifiable information for making decisions or judgements. Excellent organizational and project management skills. Ability to use a consultative approach to resolve issues in area of responsibility.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

N/A